

# **City of Trenton, Fannin County, Texas**

## **COVID-19 Operating Plan**

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the court of City of Trenton will implement the following protective measures:

### **General**

1. All judges will comply with the Emergency Orders issued by the Supreme Court of Texas and Court of Criminal Appeals, including conducting in-person proceedings according to the guidance issued by the Office of Court Administration regarding social distancing, maximum group size, and other restrictions and precautions.
2. All judges will use all reasonable efforts to conduct proceedings remotely.
3. The presiding judge of the municipal court will maintain regular communication with the local health authority and mayor and adjust this operating plan as necessary with conditions in the city.
4. Judges may begin setting non-essential in-person proceedings June 1, 2020.

### **Judge and Court Staff Health**

1. Judges and court staff who can perform the essential functions of their job remotely will telework when possible.
2. Judge and Court Staff Monitoring Requirements: All staff will self-monitor and will immediately report any symptoms or exposure to his or her supervisor.
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 99.6°F, or with new or worsening signs or symptoms of COVID-19 such as cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or having known close contact with a person who is confirmed to have COVID-19 will not be permitted to enter the building and should seek medical advice.
4. Judges and court staff will be required to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
5. Protective Measures: Frequent handwashing is required, and hand sanitizer is strategically located throughout the workplace.

### **Scheduling**

1. The following court schedules are established to reduce occupancy in the court building: The volume in a municipal court is substantially higher than other types of courts in Texas. That said, we will conduct all scheduled dockets in a manner consistent with social distancing guidelines. We will utilize additional spaces to maintain occupancy under 10 for any given courtroom or lobby area.

### **Vulnerable Populations**

1. Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer or other conditions requiring such therapy are considered to be vulnerable populations.
2. Each judge will include information on any orders setting hearings, dockets notices, and in other communications notifying individuals who are in vulnerable populations of the ability to contact the court to identify themselves as a vulnerable individual and receive accommodations. A notice with this

information will be posted on the court’s website, if any, and in conspicuous locations around the court building.

3. Vulnerable populations who are scheduled for court will be accommodated by resetting their hearing until after the pandemic has subsided or conducting their hearing via Zoom.

### **Social Distancing**

1. All persons not from the same household who are permitted in the court building will be required to maintain adequate social distancing of at least 6 feet.
2. No more than two individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator.
3. Each restroom has been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity has been posted on each restroom door.
4. Public common areas, including breakrooms and snack rooms, have been closed to the public.

### **Gallery**

5. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
6. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.

### **Well**

7. In the courtroom, the counsel tables, witness stand, judge’s bench, and clerk, court reporter, and bailiff seating have been arranged in such a way so that there is social distancing of at least 6 feet between each space.

### **Hygiene**

1. Hand sanitizer dispensers have been placed at the entrances to the building.
2. Tissues have been placed in the courtroom.
3. The Department of State Health Service’s “Stop the Spread of Germs Flyer” (in English and Spanish) has been posted in multiple locations of the court building.

### **Screening**

1. When individuals attempt to enter the court building, court security staff will ask the individuals if they are feeling feverish; have a cough, shortness of breath, or difficulty breathing; or have been in close contact with a person who is confirmed to have COVID-19. Individuals who indicate yes to any of these questions will be refused admittance to the court building and receive accommodations, such as resetting their proceeding.
2. Staff who are screening individuals entering the court building will be provided personal protective equipment, including facial coverings and gloves.

### **Face Coverings**

All individuals entering the court building will always be required to wear face coverings.

## **Cleaning**

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every six hours before, during and after court proceedings.
2. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
3. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

## **Other**

- A. Staff will adhere to all social distancing requirements and will be spread out to meet all guidelines. Tape has been placed in our lobby to maintain public social distancing, and seating will be removed from the courtroom waiting areas to provide separation. Additionally, seating in the courtroom will be assigned to meet social distancing guidelines.
- B. Temporary barriers will be placed between prosecutors, court staff and defendants during courtroom proceedings. All arraignments and magistrations are conducted utilizing Zoom or similar technology or OS by phone.
- C. Texas DSHS/CDC color signs (copies attached and incorporated herein) have been posted in English and in Spanish to warn and advise all people.
- D. Further, signs in English and in Spanish have been posted concerning masks and entry into the facility. (copies attached and incorporated herein.)
- E. I have attempted to confer with the Mayor, Police Chief & all Staff in the court building regarding this Operating Plan. In developing the plan, I consulted with the local health authority and the Mayor.

**I will ensure that all proceedings in the court building covered by this Operating Plan will be consistent with the plan.**

**Signed on 31 May 2020.**

-/S/-

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**Martin Leyko, Presiding Judge**

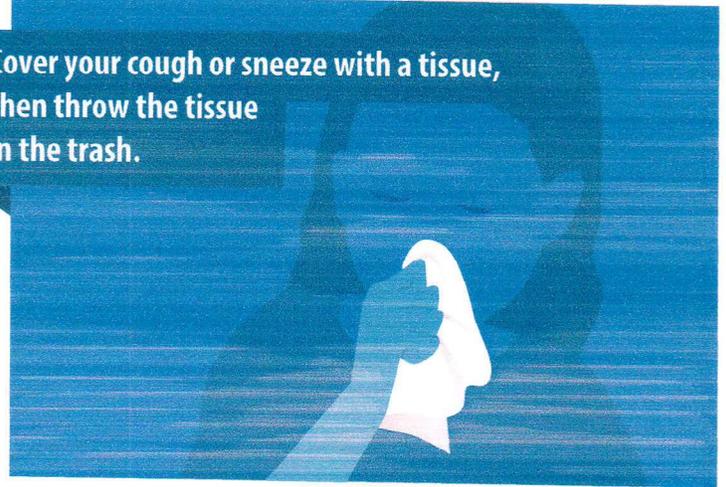
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

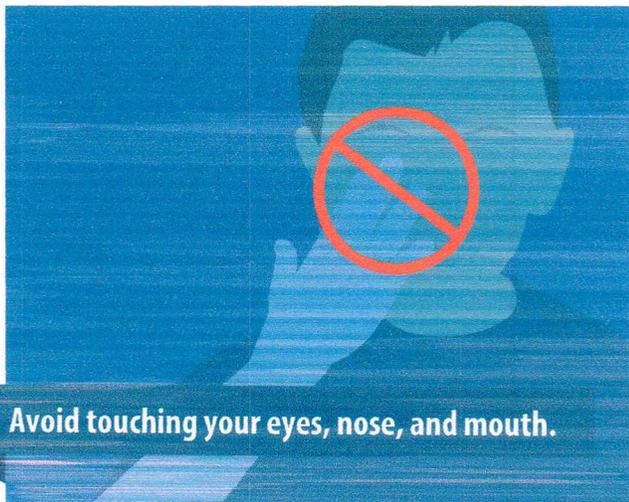
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



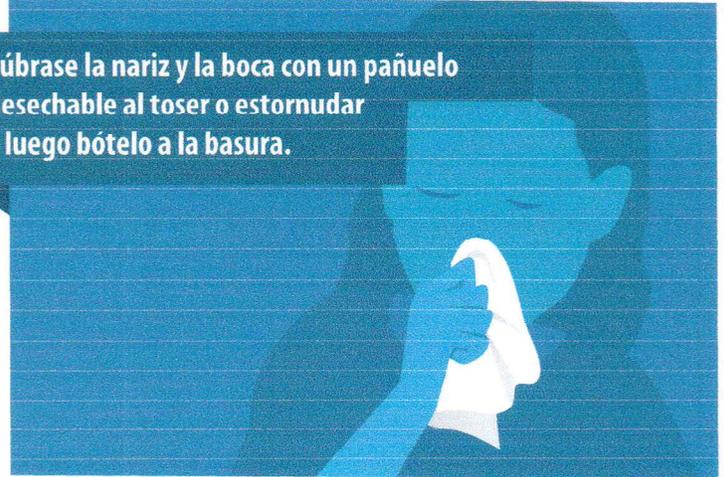
# DETENGA LA PROPAGACIÓN DE MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo coronavirus 2019

Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelos a la basura.



Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Evite tocarse los ojos, la nariz y la boca.



Quédese en casa si está enfermo, excepto para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



**DO NOT ENTER UNLESS YOU ARE  
WEARING A MASK!!**

**ATTENTION**

**PUBLIC NOTICE FOR ALL VISITORS**

If you are exhibiting any Covid-19 or flu-like  
symptoms,

**DO NOT ENTER THIS  
BUILDING!!!**

**Common symptoms of the Covid-19/influenza virus may  
include the following:**

- High Fever
- Headaches
- Loss of Energy/Fatigue
- Cough
- Sore Throat
- Runny Nose or Stuffy Nose
- Body Aches
- Diarrhea and/or Vomiting (more often in children than adults).

Those visitors that exhibit any of these  
symptoms are not allowed entry into this  
facility.

=====  
**DO NOT ENTER UNLESS YOU  
ARE WEARING A MASK!!**

**¡NO ENTRES A MENOS QUE  
USTEDES USE UNA MÁSCARA!**

**ATENCIÓN**

**Si presentas algún síntoma similar a la gripe o el Covid-19,**

**¡NO ENTRES EN ESTE EDIFICIO!**

**Los síntomas comunes del virus Covid-19 / influenza  
pueden incluir los siguientes:**

- Fiebre alta
- Dolores de cabeza
- Pérdida de energía / fatiga
- Tos
- Dolor de garganta
- Nariz que moquea o nariz tapada
- Dolor de cuerpo
- Diarrea y / o vómito (más frecuente en niños que adultos).

Los visitantes que exhiben cualquiera de estos síntomas  
no pueden ingresar a esta instalación.



**¡NO ENTRES A MENOS QUE  
USTEDES USE UNA MÁSCARA!**